

Communications and Technology Director

Grace to you and peace from God our Father and from the Lord Jesus Christ. - 1 Cor. 1:3

The Communications and Technology Director is a ministry position of Faith Lutheran Church and is under the direction of Faith's church administrator, but also working closely with the senior pastor and church council, facilitating and promoting the programs and goals of the congregation. The Communications and Technology Director is a steward of all the gifts God has entrusted to Faith Lutheran Church including volunteers, members, financial resources, personnel, and administrative and physical resources of the church. The Communications and Technology Director's life and vocation should embody Christian faith, principles and values.

QUALIFICATIONS

- College/technical degree.
- Excellent interpersonal communication skills.
- Detail oriented.
- Self-starter and self-motivated.
- Project management skills to include time management skills and prioritization.
- Ability to be a team leader and be able to work with lay staff and volunteers.
- Ability to maintain confidentiality.
- Excellent organizational skills with the ability to prioritize and be flexible.
- Knowledge and ability to efficiently utilize computer systems, audio and visual hardware, and software.
- Knowledge and experience with sound systems in a public space.
- Knowledge and experience with website design.
- Knowledge and experience with marketing.
- Access to independent transportation for occasional meetings, events, errands, etc.

COMMUNICATIONS DUTIES

1. Create an overall communications plan for the church within congregation and beyond.
2. Prepare and distribute monthly newsletter.
3. Maintain and update church website.
4. Develop a marketing plan for events.
5. Develop and maintain social media posts.
6. Analyze and evaluate marketing and social media campaigns
7. Create video announcements.
8. Develop and maintain a branding or style guide for Faith.
9. Maintain all online subscriptions as needed.
10. Establish and maintain documentation for all plans and processes.
11. Work closely with the Church Administrator and Senior Pastor.
12. Other duties as assigned.

TECHNOLOGY DUTIES

1. Support live-streaming worship services and other events as needed.
2. Create and edit video announcements.
3. Work with vendor for hardware and software maintenance.
4. Create and deliver a weekly video of Faith's regular Sunday worship service to SMU.
5. Create and upload the Sunday message video to the church YouTube channel.
6. Create PowerPoint presentations as needed for worship services each week.
7. Participate in the weekly worship vocalist practice.
 - a. Sound – balance all singers
 - b. Presentation – provide lyrics for practice
8. Schedule all tech booth volunteers on a quarterly basis.
9. Recruit and train volunteers for all needed roles.
10. Maintain and update all church computers, copiers, printers, and miscellaneous hardware and software.
11. Support the staff and volunteers with hardware and software consulting and training.
12. Maintain all online subscriptions as needed.
13. Establish and maintain documentation for hardware, software, and processes.
14. Work closely with the Worship Team Leader, and the Music & Creative Arts Team Leader.
15. Work with Technology Team Leader for the yearly budgeting process.
16. Work with Technology Team Leader for input in hardware and software acquisitions.
17. Maintain piano humidifier/dehumidifier.
18. Other duties as assigned.

COMPENSATION and PERSONAL TIME OFF

1. **Hours of Work:** This is a part-time salaried position averaging 20-30 hours per week. No benefits are offered with this position. This position will require weekday, weeknight, Saturday and Sunday hours, as well as holidays which involve Christian worship. Weddings, funerals, additional worship, and non-worship events will require the support of the Communications and Technology Director.
2. **Compensation:** Total compensation includes salary, withholding taxes, employer paid social security and Medicare.
3. **Vacation:** The employee is ineligible for paid Personal Time Off (PTO).

EMPLOYEE IS RESPONSIBLE TO:

1. The congregation of Faith Lutheran Church as represented in their duly elected and called leaders as follows:
 - a. The Church Administrator
 - b. The Senior Pastor
 - c. The Church Council who will provide direction, support, and review